REPLY TO
ATTENTION OF:

CECS-X

18 September 1998

MEMORANDUM FOR DIRECTORS AND SEPARATE OFFICE CHIEFS, HQUSACE

SUBJECT: Moratorium on Individual Facsimile Machines, Individual Desktop Printers, Individual Desktop Scanners and Copiers

1. Initial surveys conducted during the early stages of the Headquarters Local Area Network (LAN) Consolidation/Centralization effort indicated that the majority of personnel in the Headquarters were issued personal desktop printers and that most offices had one or more facsimile machines dedicated to their use. It was recognized early-on that significant economies and savings could be realized by migrating to a networked printer and facsimile server environment when our LAN(s) stabilized. I believe that we have now reached that state.

2. Effective 18 September 1998, I am placing a moratorium on the procurement of individual facsimile machines, individual desktop printers and individual desktop scanners. I am also placing a moratorium on copiers that do not conform to the specifications outlined below. I believe that this moratorium will help us attain additional economies and efficiencies associated with the Headquarters Local Area Network (LAN) Consolidation/Centralization initiative. The moratorium will also help position us on a migration path for the procurement of hardware required for the relocation to the GAO Building in the year 2000.

   a. Future copier/printer specifications must provide for the economy of high speed copying and also supply the quality of digital laser technology. The requested equipment must have the capability to connect seamlessly to a variety of workgroups, distributed mainframe machines, individual LAN users and remote data center environments.

   b. Copier/printer specifications should clearly identify all required features and accessories such as: network connectivity, fax connectivity, scanner connectivity, an electronic recirculating document handler, standard document finisher, large capacity paper trays, combination mode, booklet mode (to include staple capacity and staple positions), sheet and cover insertion, image rotation, reduction and enlargement, print resolution (minimum of 400 dpi), automatic duplex, paper size from 5.5" x 8.5" - 11" x 17," reduction/enlargement 35% - 400%, standard memory (16 MB to 128 MB), dual access, document scanner (scan once, print many), interrupt print jobs with full copier functionality, password walk-up for your eyes only when multiple jobs are in the job queue and other special features, as required.

3. All exceptions for procurement in these areas must be fully justified and approved by Messrs. Bernard Kowalski, Chief, Information Management, HECSA or Dale Keenan, Deputy Chief, Information Management, HECSA.

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4. I fully recognize that these changes may cause initial hardships in the way we now do business. However, I am certain that the long-term benefits will more than compensate for any short-term inconveniences.

ALBERT J. GENETTI, JR.
Major General, USA
Chief of Staff